

ILLEGIB

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~~Security Information~~

MEMORANDUM FOR: Chief, PDC
Chief, PDO
Chief, PPD
Chief, CWD
Chief, TED
Chief, MPD
Chief, DCS
Chief, RPS
Chief, SC&AS

SUBJECT: T/O and Ceiling - Personnel Office

25X9A2

1. On Friday, 9 January 1953, a discussion was had with DD/A concerning the number of people required to perform the various tasks assigned to the Personnel Office. After much debate, the DD/A agreed that the Personnel Office might retain its presently authorized ceiling of [REDACTED] for the time being. On 1 April and 1 July further discussions will be held on the same subject.

2. The DD/A was assured that the Assistant Director (Personnel) wanted only a minimum number of individuals to administer the personnel program of the Agency. At the same time he was assured that if the various staffs and divisions could perform their assigned tasks effectively with less than the current allotment a reduction would be made.

3. I have directed Mr. [REDACTED] to conduct surveys of all portions of the Personnel Office in sufficient detail to furnish us complete and reasonable justification for each one of the individuals we have assigned. Please give him such assistance as is required in this matter. I would like to have the first surveys completed in time for the 1 April meeting with DD/A.

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(S) GEORGE E. MELOON
Personnel Director

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